

Assessment Summary Report



FM 2800

Authority: Vice President

Effective: 2017/02/24

Instructions:

The Lead Assessor is to complete this form for each site visited during assessment. Obtain the signature of the customer quality representative. Give a copy to the client before returning the original to ANAB. The Lead Assessor must immediately upload copy to ANAB.

Company Name	US EPA Region 5 Chicago Regional Lab a.k.a. CRL	Certificate #	L2280	
Location (site)	536 South Clark Street, 10th Floor Chicago, IL 60605	Date(s) of onsite Assessment	Start: 8/16/17	Finish: 8/18/17
Lead Assessor	Michael Shepherd	Assessment Days	3	
Team Assessor / Tech Expert		Assessment Days		
Assessment Type	SA1	ANAB Supplemental Requirements		
Accreditation Standard(s)	ISO/IEC 17025:2005/LABPR413 – Forensic Science (G19-2002)/ OGWDW			

1) Assessment Days

Do on-site assessment days vary from assessment plan?

Yes _____ No X

If yes, provide a brief explanation:

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2) Key Personnel

Is there any change in key customer personnel? Yes _____ No X

Provide information below:

Key Personnel	Name / Primary Contact Information
Main Contact:	
Quality Manager:	
Technical Manager:	
Other:	

- Key customer personnel are defined as the Quality Manager, Technical Manager, and anybody who is the only trained and authorized person to perform a particular scope item, method or uncertainty of measurement.
- Customer representative must inform ANAB of any changes in key personnel, ownership, and location.

3) Multi-Site Customer

Is this a multi-site Customer?

Yes _____ No X

If yes, provide information below:

Total Sites for Customer?		How Many Sites Visited / Allocated this Project?	X of X
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Multi-Site Scopes

Are there any changes to the scopes of the multi-sites NOT visited?

Yes _____ No _____

If yes, provide information below:

Identify each customer location and cert # with a brief description of the proposed scope changes. For all scopes with changes provide a signed copy to ANAB.	Customer Location / Cert #	Description of Changes

4) Review of Scope of Accreditation

Does the scope remain the same?

Yes _____ No X

Recommend immediate removal of scope items for technical concerns?

Yes _____ No X

Provide details of scope changes:

Adding Perfluorinated compounds to scope based on Method 537 (SOP OM 021).

Adding Nitrate/Nitrite by Enzymatic Reduction method, SOP AIG 031B.

Adding matrices for SOP Metals 003A.

Adding several elements to EPA Method 200.8 and 200.7.

Changes identified on modified scope.

Finalize scope(s) of accreditation. **Clearly identify all changes directly on the scope;**

- All scopes shall be signed by Lead Assessor and customer representative;
- Include additional information which may help further explain any scope changes;
- Review any proposed changes to multi-site scopes (see section 3);
- Word version copy of any modified scopes with changes highlighted must also be provided to ANAB.

5) Summary of Nonconformity(ies)

Total Number	5	Number Repeated	0
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- A Nonconformance Summary detailing all findings shall be provided to Customer representative.
- Corrective Actions shall be submitted per the requirements stated on the Nonconformance Summary.

6) Assessor Recommendation on PT Performance

Comments

Satisfactory / No Additional Actions	X	No PT Issues.
Increased Monitoring of PT by ANAB		
Immediate Removal of Scope Item(s)		
Internal Corrective Actions Needed		
Other		

- Repeated poor performance may result in additional action.

7) Assessor Recommendation for Follow-Up Review

Comments

On-Site Follow-Up Visit Recommended?	NO	
Additional Desk Review Time Recommended?	NO	

- Note - All final decisions on follow up activities must be approved by ANAB prior to any work being performed.

8) Site Assessment Summary

Please include the summary report below: (Use as much space as needed)

- Summary shall include comments on competence, conformity and opportunities for improvement.

Performed a three man-day Surveillance 1 assessment for ISO/IEC 17025:2005, LABPR413 – Forensic Science (G19-2002), and OGWDW Drinking Water Program.

Performed technical witnessing for methods according to revised assessment plan to include witnessing of OM 021 and AIG 031B.

Several opportunities for improvement have been identified. Among the include:

- Section 3.1.5.2 of the laboratory QMP adequately addresses minimum initial training requirements for Drinking Water Certification Officers, the QMP does not address the need for periodic refresher training.
- While existing documentation adequately addresses documenting competence and operation of testing equipment, the training records do not include an explicit date of authorization to operate the equipment.

New non-conformances identified include:

Sample identifiers are not unequivocal between sampling and laboratory records (i.e., chain of custody and sample login).

Records are not created and maintained to document the chromatographic resolution for EPA Method 8270.

The laboratory has two protocols for solid phase extractions for semiv-volatile organics. One uses the standard 47 mm filter disks while another uses a 100 mm disk. Detection limits have not been established for both protocols.

The balance used for weighing reference materials for PFC analyses is only verified down to 0.1 g; however actual mass measurements are significantly <0.1 g.

Section 5.2 of the QMP does not address use of equipment by contract personnel.

PT/ILC performance and tracking were reviewed with no issues identified.

Traceability Tracking is compliant.

Document management via Qualtrax is superb.

9) Assessor Recommendation on Accreditation

Comments

Unconditional Approval		Improvement visible
Conditional Approval Pending CAR Review	X	
Suspension of Accreditation		

- Note - All final decisions on accreditation are made by ANAB.

10) Closing

- Nonconformance Summary shall be provided to a management representative; if necessary.
- ANAB has an appeals process if an agreement cannot be reached on any decision.

11) Estimate of Assessor(s) / Tech Expert Travel Expenses

Lead Assessor



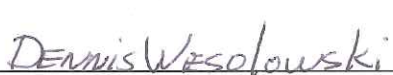
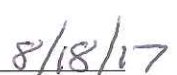
Mileage:	
(\$0.535 / Mile)	\$0.00
Airfare:	\$268.96
Car Rental:	\$0.00
Parking:	\$0.00
Tolls:	\$0.00
Gasoline:	\$0.00
Taxi:	\$140.00
Lodging:	\$678.00
Meals:	\$175.00
Other:	\$0.00
Total:	\$1,261.96

Team Assessor / Tech Expert

Mileage:	
(\$0.535 / Mile)	\$0.00
Airfare:	\$0.00
Car Rental:	\$0.00
Parking:	\$0.00
Tolls:	\$0.00
Gasoline:	\$0.00
Taxi:	\$0.00
Lodging:	\$0.00
Meals:	\$0.00
Other:	\$0.00
Total:	\$0.00

- Final Invoice will include assessment fess for "pre" and "post" assessment activities– e.g. Document Review, Reporting, Technical Reviews and Corrective Action Follow-Up and actual assessor(s) expenses. On site assessment days includes the number of days at the customer's facilities.

12) Signature of Customer Representative and Assessment Team

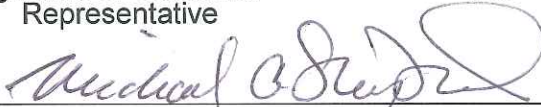





Signature of Customer Representative

Title

Print Name

Date



Signature of Lead Assessor

Michael C. Shepherd

8/18/17

Print Name

Date

Signature of Team Assessor / Technical Expert

Print Name

Date

ANAB Office Use Only

Issue	Initials	Comments
Immediate Removal of Scope Items		
Action Item from PT Review		
On Site Follow-Up Visit Recommended		
Desk Review Time Recommended		
Recommend Post Assessment Activities		

ANAB Operations Approval

Title

Signature

Date